

Illini Equestrians Constitution

Last Updated: April 2021

Article I: Name

Illini Equestrians

Article II: Purpose

The Illini Equestrians seek to further student knowledge of, appreciation for, and participation within the equine industry through social, educational, and competitive activities.

Article III: Membership

Section One: All students attending the University of Illinois at Urbana-Champaign or students who are a part of the Parkland Pathways program who are interested in equine related activities are eligible for membership.

Section Two: Membership is granted to those who have paid club dues and have signed a Code of Conduct.

Article IV: Officers

Section One: The elected officers shall be:

- President
- Vice President
- Secretary
- Treasurer
- Apprentice Treasurer
- 2 Fundraising Chairs
- Social Chair
- Social Media Coordinator
- 2 English Show Coordinators
- Western Show Coordinator

Section Two: Coaches of the English and Western team (Terri Foreman and Meg Tyler respectively) may choose to appoint Co-Coaches/Assistant Coaches as deemed necessary. These positions are not considered part of the executive committee, and they do not have to be UIUC undergraduate students.

Section Three: The term of office shall be for two semesters, fall and spring.

Section Four: No officer shall hold more than one officer positions at the same time. In case of

emergency resignation of an officer, the president will appoint duties among the executive board as well as managing the position of the absent officer.

Section Five: The executive committee is composed of the regular elected officers named above. The executive committee shall meet bi-weekly and as many other times as deemed necessary to plan and conduct the business of the club.

Section Six: Every executive officer is required to attend or participate in every club event, specifically all club meetings, unless they have an excusable absence deemed appropriate by the president. In order for an absence for a meeting to be deemed as excusable, an executive officer must let the secretary and president know at least one week in advance to any proposed club event. Failure to let the president know at least one week in advance shall be deemed an inexcusable absence. Other specificities for what is considered an “excusable absence” shall be discussed at the beginning of an executive board term, recorded, and enforced throughout the entire year. An executive officer shall receive one “free” inexcusable absences in a semester. A second inexcusable absence will be a fine of \$20. If an executive officer has a third inexcusable absence, they will have a fine of \$40.

A fourth inexcusable absence in a semester shall result in the proposed officer relinquishing their executive position, with an election being held for their position in which a current club member of Sophomore, Junior, Senior, or graduate student standing may run, and a majority vote by current executive members to fill the vacant position. Considerations will be taken for an executive officer with special circumstances as long as the proposed officer has discussed their circumstances with the president at the beginning of each semester in which they plan on serving on the executive board. Special circumstances shall be recorded by the secretary at the beginning of every semester as a reference.

Section Seven: The officers shall be held responsible for all of the records of their office until such records are turned over to their successor.

Section Eight: The treasurer and president should attempt to attend a treasurer’s and president’s meeting given by the Registered Student Organization (RSO) Office at the start of the year. The president, vice president, treasurer, and apprentice treasurer must attend an additional RSO SORF workshop at least once per semester if workshops are available. Any executive board members may attend RSO workshops and may represent the Illini Equestrians at these functions.

Section Nine: Impeachment of an officer requires a $\frac{3}{4}$ vote of a working quorum of the executive board. Grounds for impeachment of an officer will go as follows:

- Not fulfilling said duties
- Having absence as previously described

Section Ten: At the beginning of each semester each officer is required to generate a list of

obtainable goals for themselves and for the club and be submitted to the president. Throughout their term in office each officer will work to their goals set forth at the beginning of the semester.

Section Eleven: Number of officers for fundraising will be based on a year to year basis depending on how many members run for positions and/or how many members are active in the club.

Section Twelve: The President and Secretary are the only officers allowed to make changes to the constitution with the approval of the executive committee. Each year the Illini Equestrians Constitution will be edited with the input of the executive board. Any and all changes will be made and approved by the executive committee prior to RSO registration.

Article V: Elections

Section One: Nominations shall take place via Google Forms prior to elections. Elections shall take place during the spring semester with one meeting dedicated to electing the new executive board members. The elected shall serve with the incumbent for the remainder of the semester as apprentices (with the exception of Treasurer - See Section Three). The elected shall take full responsibility upon adjournment of spring classes.

Section Two: The president will be grandfathered in from the previous year's vice president. The candidate for president must have previously held an office for one term. In such an instance that this requirement is not able to be met, a candidate must be approved by a 2/3 vote of an executive committee.

Section Three: Candidate for Vice President and Apprentice Treasurer must be a student on campus for their term of Vice President and President, or Apprentice Treasurer and Treasurer, for they will be grandfathered in as President and Treasurer respectively after fulfilling their duties as a Vice President and Apprentice Treasurer. In such an instance that this requirement is not able to be met, a candidate must be approved by a 2/3 vote of an executive committee.

Section Four: English Horse Show Coordinator Apprentices will be chosen from members of the English team; they will be nominated and voted on by English team members each year. Prior English Horse Show Coordinators may run for the position again, alongside any apprentices who decide to run. The club will elect 2 English Horse Show Coordinators from this pool of candidates. The two individuals with the most votes would be English Horse Show Coordinators the next year. If an English Horse Show Coordinator does not receive a majority vote, then they will not have a position in the coming year. If an Apprentice English Horse Show Coordinator does not get a majority vote, they may remain in their Apprentice position for the next year, pending English team member approval. Following general elections, there will be a nomination period within the English Team to fill any vacant Apprentice positions. If both English Horse Show Coordinators do not wish to run for re-election or are graduating, the Apprentice English Horse Show Coordinators will automatically fill the English Horse Show Coordinator positions.

There will then be an internal election within the English Team for two new Apprentice English Horse Show Coordinators, as described above.

Section Five: Elections shall be determined by majority vote.

Article VI: Duties of the Officers

Section One: The president is in charge of coordination of the club, presides at all meetings, and is ultimately responsible for club activities. S/he must know all the duties of all the other officers, and must have good interpersonal skills and be willing to learn the process involved in running an organization at this university. The president is responsible for overseeing all operations of the club including, but not limited to, events, fundraising, and interactions with the university. The president is responsible for making sure that all officers are doing their jobs, and they will take appropriate action if a problem arises. He/she must also regularly check the email associated with their position, uiuc.ie.president@gmail.com. The president reserves rooms and locations for officer meetings. The president must be willing and able to help in club activities, along with being open to questions, comments, and suggestions by officers or other club members. In the spring, the newly elected president is responsible for reserving a spot for the fall semester Quad Day. The president is responsible for setting long-term and short-term club goals and working towards them. The president is responsible for organizing ExploreACES with the executive team. The president is also listed on the club bank accounts, so s/he is allowed to deposit money into the account if needed. The president is responsible for organizing IHSA Registration if an English or Western Team Co-Coach is not appointed. The President is in charge of planning and organizing the club banquet at the end of the year, including receiving information from coaches and show coordinators and collecting nominations from club members for year-end awards. The following awards are presented by the Illini Equestrians each year: 1 Workhorse Award for each academic year, 1 English High Point & 1 Reserve High Point Fences Award, 1 English High Point & 1 Reserve High Point Flat Award, 1 Western High Point & 1 Reserve High Point Award, 1 Most Improved Award for each team, and 1 Memorial Award.

Section Two: The Vice President's main responsibility is to organize and arrange general meetings at least once per month. He or she will keep a working relationship with speakers (send thank you notes, keep in contact, etc.). The vice president will help in making primary decisions along with the other officers.

Section Three: The Treasurer is responsible for the overall financial stability and records of the club. The treasurer is responsible for writing checks. The treasurer is responsible for collecting and depositing checks into these accounts as well. S/he is responsible for requesting money from SORF, keeping a balance of what checks s/he writes, which accounts the checks are coming from, and what the check was specifically for. The treasurer is also involved in financial decisions based on current facts from the account. The treasurer is responsible for collecting club dues and

keeping a list of who has paid. S/he is also responsible for collecting and depositing money from delegated officers for which they had collected money. These collections include, but are not limited to, show fees and IHSA dues, fundraising money, clothing money, and event money. The treasurer is responsible for keeping a detailed spreadsheet of how much money was deposited, from whom it was deposited, and for what it was deposited. After each deposit, the treasurer should keep a detailed list of the current balances and report the balances to the budgeting spreadsheet and executive board. At the start of each semester, the treasurer should assist in creating a budget with the officer board during an officer meeting time specified by the president. The budget should take previous years' expenses into account and reflect a prediction of what the future semester will entail. At the budget meeting, the current officer board will discuss and approve the budget, and once approved, the budget will act as a guide/plan for semester expenses. All deviations from the budget should be recorded throughout the semester in order to maintain records and be used in creating future budgets. All reimbursements must be approved by the treasurer before the officer moves forward in making any purchases.

Section Four: The Apprentice Treasurer will spend the year learning and assisting the treasurer in managing the club funds. The apprentice treasurer must meet all of the Article IV officer requirements, and will be grandfathered in as treasurer in the next year. This treasurer is also involved in making financial decisions.

Section Five: The secretary of the club is responsible for keeping the officers and the club organized and informed. The secretary is responsible for taking minutes at each general meetings and officer meetings, maintaining the club's listserv, as well as promoting communication among the club and all of its officers. The secretary is also responsible for sending reminder emails to the club and officer board. If any officer or club member has a question about contact information or past information relating to the club, the secretary should be able to respond with the correct information. The secretary should keep track of officer attendance at executive meetings and general club meetings. The secretary is also the keeper of the club Constitution, and must keep past versions as well as the present one.

Section Six: The fundraising chair(s) are in charge of organizing fundraisers for the club. They must also work with the treasurer(s) to ensure that the club funds are adequate at all times. It is their responsibility to collect money earned and give it to the treasurer. The fundraising chairs must organize and record club member participation for their fundraising events to ensure no fines are to be issued.. The fundraising chairs must report their expenses and total earnings for each fundraising event to the treasurers. They must also regularly check the email associated with their position, uiuc.ie.fundraising@gmail.com. Fundraising chair(s) will also work alongside the Social Media and Social Coordinators on each semester's clothing orders to ensure prices can provide the club with a small amount of profit for every article of clothing sold.

Section Seven: The Social Media Coordinator is responsible for new member events and informing alumni of events. New member events include Quad Day, ACES New Student Welcome, and ExploreACES. S/he along with the president makes sure that flyers are printed, while the President prints the flyers that are made by this person and makes sure that other officers are coming to help with the event. They must also regularly check the email associated with their position, uiuc.ie.mediacoord@gmail.com. This chair is responsible for bringing the display board to outreach events. S/he also posts updates and pictures in the Alumni Facebook group, emails alumni newsletters, and email alumni about fundraisers. This position is also in charge of

making the newsletters for the club. These newsletters are posted in Illini Equestrians Facebook group, Alumni Facebook group, posted on the website, and emailed out to everyone in Alumni Database. The Social Media Coordinator is responsible for keeping up with and reaching out to the students that fill out our prospective student form on the website. The Social Media Coordinator is also responsible for attending monthly ACES Council meetings. They are to represent the club at these meetings and relay any relevant news from the college back to the club in the form of monthly reports. The Social Media Coordinator is also responsible for making sure that photographs are taken at the club events, shows, and meetings. They should collect photos throughout the year and make a slideshow at the end of each school year to be presented at the banquet. They are to maintain the bulletin board in the Animal Science Laboratory, as well as the display board used for Quad Day, ExplorACES, and ACES New Student Welcome. The Social Media Coordinator is also responsible for the maintenance of the club website. They are responsible for purchasing gifts at the end of the year for the English and Western Coaches. The Social Media Coordinator shares responsibility for the clothing order with the Social Chair and is expected to help with designing, ordering, and distributing orders. The Social Media Coordinator is responsible for the following social media platforms:

Instagram(<https://publish.illinois.edu/illiniequestrians/>), Facebook page(<https://www.facebook.com/illiniequestrian>), Facebook Member group (<https://www.facebook.com/groups/uiucilliniequestrians>), Facebook Alumni group(<https://www.facebook.com/groups/uiuciealumni>), and the website (<https://publish.illinois.edu/illiniequestrians/>)

Section Eight: The Social Chair is in charge of organizing monthly social events for the club. These events may be in the form of extracurricular activities, field trips, etc. They are also responsible for helping create clothing orders: collecting designs, ordering, and distributing club apparel. This includes, but is not limited to, club jackets, sweatshirts, and t-shirts.

Section Nine: The English Show Coordinators are responsible for keeping track of who is going to the show, what they will be competing in, if they can drive or not, and if their show fees have been paid. The coordinators are also responsible for reserving hotel rooms and arranging cars for

travel to and from the horse show, along with providing directions to and from the horse shows for the drivers. They must also regularly check the email associated with their position, uiuc.ie.englishhsc@gmail.com. If Terri Foreman is bringing horses to the show it is the English Show Coordinators' responsibility to make sure team members get horses ready for the classes they are in. The English Show Coordinators are also responsible for ensuring that all team members are rotating holding horses and helping get them ready or putting them away. On days when UIUCET is Co-Hosting a show, the English Show Coordinator is responsible for making sure our team is helping the hosting school as much as possible. The English Show Coordinators must be present at all season shows, post season is not required but encouraged. The English Show Coordinators are not required to show. If an English Show Coordinator cannot make it to a show (due to illness, death in family, wedding, exam, etc.) they must notify the president and English Team Coach and have another team member take over his/her duties for that weekend. The English Horse Show Coordinators are not responsible for collecting money.

- Subsection 1: The English Horse Show Apprentices are not full executive board members, so they do not go to exec board meetings (unless they hold a position on the board), but they are required to attend to all English shows in order to learn the expectations and requirements associated with the position. At shows, Apprentices would shadow the Horse Show Coordinators to learn how they perform their duties and begin to form relationships with coaches and horses from the region. Expectations associated with general team members would still apply.

Section Eleven: The Western Show Coordinator is responsible for keeping track of who is going to the show, what they will be competing in, if they can drive or not, and if their show fees have been paid. The coordinator is also responsible for reserving hotel rooms for the team and providing space for Meg Tyler and arranging cars for travel to and from the horse show, along with providing directions to and from the horse shows for the drivers. The Western Show Coordinator will assist with helping riders mount, dress, and assist with team hair and makeup. The Western Show Coordinator should attend all Western horse shows. The Western Show Coordinator is not responsible for collecting money, but is responsible for obtaining a check from the Treasurer prior to the beginning of the show weekend.

Section Twelve: All officers must attend officer meetings; if they cannot attend, they are required to inform the president and the secretary more than 24 hours in advance that they will not be able to attend. The member must still fill out the agenda before and after the meeting. All officers must attend all general meetings; if they can not attend they must inform the president and secretary more than a week in advance. For any event that the club organizes and puts on, three officers must be committed to going, however, all officers should try their best to attend. Any emergencies void this rule.

If any officer or club member has a question/concern with the well-being of the club, a notification should be sent to the president. From there, the president will take appropriate action in organizing a meeting and addressing the situation. If an officer fails to fulfill their responsibilities, the president and the rest of the officers will discuss and come to a mutual decision about the situation.

Article VII: Meetings

Section One: General meetings are to be set by the president and vice president and others who deem them to be necessary. There will be a minimum of one meeting per month.

Article VIII: Fees

Section One: Club dues are \$25 plus applicable fees per school year. If joining for one semester, club dues are \$15. This is subject to revision by the executive committee. The Treasurer(s) are responsible for collecting dues.

Section Two: Executive team members will pay \$15 at the beginning of the year. At the end of the year, if the account balances are below that of the start of the year, they shall pay an additional \$15.

Section Three: Show team members are required to pay a \$5 fee to the club for every show they attend. This fee shall be paid to the treasurer via check, cash, or Venmo. This charge is included in Western Show Team show fees.

Section Four: All executive board members and club members that participate on a show team must complete all fundraising requirements as set by the fundraising chairs or pay the following fees: \$5 for any activities/social media posts that the member has not participated or sent to fundraising chairs within 3 days of the fundraiser. Any other additional fees will be set by the fundraising chairs at the beginning of each fundraiser.

Article IX: Mailing List

Section One: Once a member pays his/her dues, that person will be on the listserv mailing list for the remainder of the year. If a member fails to pay his/her dues by the due date then his/her name will be removed from the mailing list.

Section Two: Alumni Show Team Members who want to be included in our horse show carpools and hotel rooms must pay club dues and will be added to the listserv.

Article X: Horse Shows

Section One: Every club member has the opportunity to represent the club at Intercollegiate Horse Show Association shows.

Section Two: The team coaches will decide which club member competes in which divisions.

Section Three: Signing up and collecting of money for the horse shows will go as follows:

- Any intent emails/forms filled out the week before the horse show
- Paid before the horse show (English Show Team members pay to Terri + \$5 fees to the club, Western Show Team members pay directly to the club)
- Practice twice in two weeks before the horse show

Section Four: Payments for horse show entry fees are non-refundable unless extenuating circumstances approved by the treasurers apply.

Section Five: In order to show on the Western Show Team, members must pay club dues, register through the Intercollegiate Horse Show Association, and pay coaching fees to Meg Tyler. Team members must take a minimum of two lessons prior to each horse show in order to compete.

Section Six: In order to show on the English Show Team, members must pay club dues, register through the Intercollegiate Horse Show Association, and pay the English Show Team Semester Fee. The English Show Team Semester Fee is determined by Terri Foreman in order to support the upkeep of her horses that are used for the team.

Section Seven: In order to show, every English team member must arrive at the hotel the night before the horse show. This can be changed at the discretion of the coach.

Section Eight: English team members must pack the trailer before the show at least once for the year. The English Show Coordinators will ask for excuses at the beginning of each semester. They will allow exceptions only if packing before other shows was excused and if there was an emergency before the last show. It is up to the English Show Team Coordinators to decide if an excuse is considered an emergency. Circumstances that are not considered emergencies are exams, work, or other events where dates and times are announced in advance. If a show team member fails to pack the trailer and has unexcused absences, he or she will be charged a fine of \$15.

Section Nine: English Team assistant coach is responsible for maintaining a good working relationship with Commonwealth Farm. S/he is also responsible for organizing and teaching practices, attending shows, and maintaining a fun riding environment for the English team. The English team practices are open to any club member that has paid their dues. The head coach Terri Foreman is responsible for the final decisions for which riders ride in which classes at the Hunt Seat horse shows. The English Team Co-Coach is responsible for organizing IHSA Registration at the beginning of the semester with the Western Co-Coach. If one is not appointed then these duties are the responsibility of the President. The English Team Co-Coach, as stated in Article IV Section Two, will be appointed by the English Team Coach (Terri Foreman) as deemed necessary. The Co-Coach's responsibilities would include assisting the Coach with any of the

duties listed above.

Section Ten: Western Team Assistant Coach is responsible for maintaining a good working relationship with Meg's Riding Academy. S/he is also responsible for organizing and teaching practices, attending shows, and maintaining a fun riding environment for the Western team. The practices for the Western team are open to any club member that has paid their dues. The Western coach Meg Tyler is responsible for the final decisions for which riders ride in which classes at the horse shows. Coach sends entries to the horse show hosts. The Western Assistant Coach is responsible for organizing IHSA Registration at the beginning of the semester with the English Co-Coach. If assistant coaches are not appointed, then these duties are the responsibility of the president. The Western Team Assistant Coach, as stated in Article IV Section Two, will be appointed by the Western Team Coach (Meg Tyler) as deemed necessary. The Assistant Coach's responsibilities would include assisting the Coach with any of the duties listed above. The Western Team Assistant Coach would also be responsible for coordinating carpooling arrangements and hotel rooms (if necessary) for the western IHSA horse shows if there is no elected Western Horse Show Coordinator.

Section 11: In order for a show team member to receive SORF funding for both Western and English Shows throughout the school year, they are required to participate and contribute to all fundraisers in a semester in which they are showing. Required amount of contribution to fundraisers shall be decided upon at the beginning of any given school year by the current Fundraising Chairs and Executive Board. Show team members are fined for not completing fundraiser requirements. Fines are determined by fundraising chairs each year based on financial need of the club and the activities required for each fundraiser.